



Committee of Management Standing Orders

The Chair

The Chair is appointed for a period of three years by the CoM. The post is remunerated at a rate agreed by the Committee within the budgetary process. The rate of remuneration is confidential. The Chair cannot be a representative of an accommodation supplier and, ideally, should be independent of all suppliers, although knowledge of the student housing market, its standards and practices is vital.

Every meeting must have a Chair. The Chair's duties are to ensure that the meeting is conducted in such a way that the business for which it was convened is properly attended to. This includes preserving order and ensuring that the meeting does not get bogged down and thereby does not have time to conclude its business. On the other hand the Chair must ensure that all those entitled to do so may express their views and that the decisions taken by the meeting adequately reflect the views of the meeting as a whole.

The Chair decides upon the agenda and may sign off the minutes on his or her own authority.

The Chair's authority and responsibility in connection with meetings mean that his or her position is one of great influence. The Chair also has considerable authority outside meetings because they are seen as the spokesperson for the Committee and are seen as representing the Committee to outside bodies.

The Chair is the first point of reference for any investigation of complaints made against Unipol or any provider whose representative is nominated and sits as a member of the Tribunal as a Vice-Chair.

The Chair may be given additional authority by the Committee in certain areas either by a specific decision of the Committee or by accepted custom and practice.

In the event that the Chair is indisposed or cannot attend a meeting then the Deputy Chair will be required to step in.

Attendance of existing members

This Standing Order was agreed by the Committee of Management on 2 March 2007. Members missing three consecutive meetings should be asked to attend the next meeting and, if they fail to do this, they are deemed to have resigned. After this resignation they cannot serve or be nominated on to the CoM for three years from the



date of that meeting. If the member concerned is nominated as a representative of a provider, that organisation shall be invited to nominate a new member.

The NCA is charged with writing to the member concerned, drawing their attention to their absences and stating that unless they attend the next meeting they will be deemed to have resigned.

Substitutes at meetings

This Standing Order was agreed by the CoM on 2 March 2007. In the case of members nominated by providers any substitutes shall be given a full role on the CoM so long as they are named by the nominating body as carrying such status and that the National Codes Administrator is informed of this in writing (including by email) not less than 48 hours before the meeting. Failing this, any substitute shall have visitor status and have speaking rights only at the gift of the Chair.

In the case of individual members (defined as not nominated by an accommodation provider), no substitutes are acceptable but visitor status can be requested from the NCA so long as this request is made not less than 48 hours before the meeting. The Chair will decide whether to grant visitor status.